HP Vectra XU PC Getting Started Guide

Welcome to Your HP Vectra PC

Overview
In This Manual

Preparing Your PC for Use

Overview
Installing the PC
Connecting the Keyboard, Mouse, and Display
- Connecting a Printer or Plotter, or Network
- Connecting the Power Cords
- Starting the PC for the First Time
  - Configuring the Matrox Video Adapter Board
- Setting User Preferences (including User Password)
  - Setting Your User Password
  - Keyboard Lock Button
  - Setting the Keyboard Lock Timer
  - Setting Screen Blanking

Using Your PC

Overview
Using Your PC's Control Panel
- Using the User Password Prompt
- Using the Keyboard Lock Button and Timer
  - Using the Keyboard Lock Button
  - Using the Keyboard Lock Timer

Using Windows
- Setting Windows Power Management
- A Quick Guide to Dashboard

Using Diskettes
Using a Network
Using a Printer
Tips for Using Your PC

If You Have a Problem with Your PC

How to Clean Your PC
How to Solve a Problem
- Solving Problems When Starting the PC
  - If Your PC Does Not Start
  - If an Error Occurs When the PC Starts
  - If You Forget Your User Password
- Solving Problems After the PC Has Started
  - If Your PC has the Wrong Date and Time
  - If You Can't Change Your User Password in SETUP
- Solving Problems When Using Your Applications

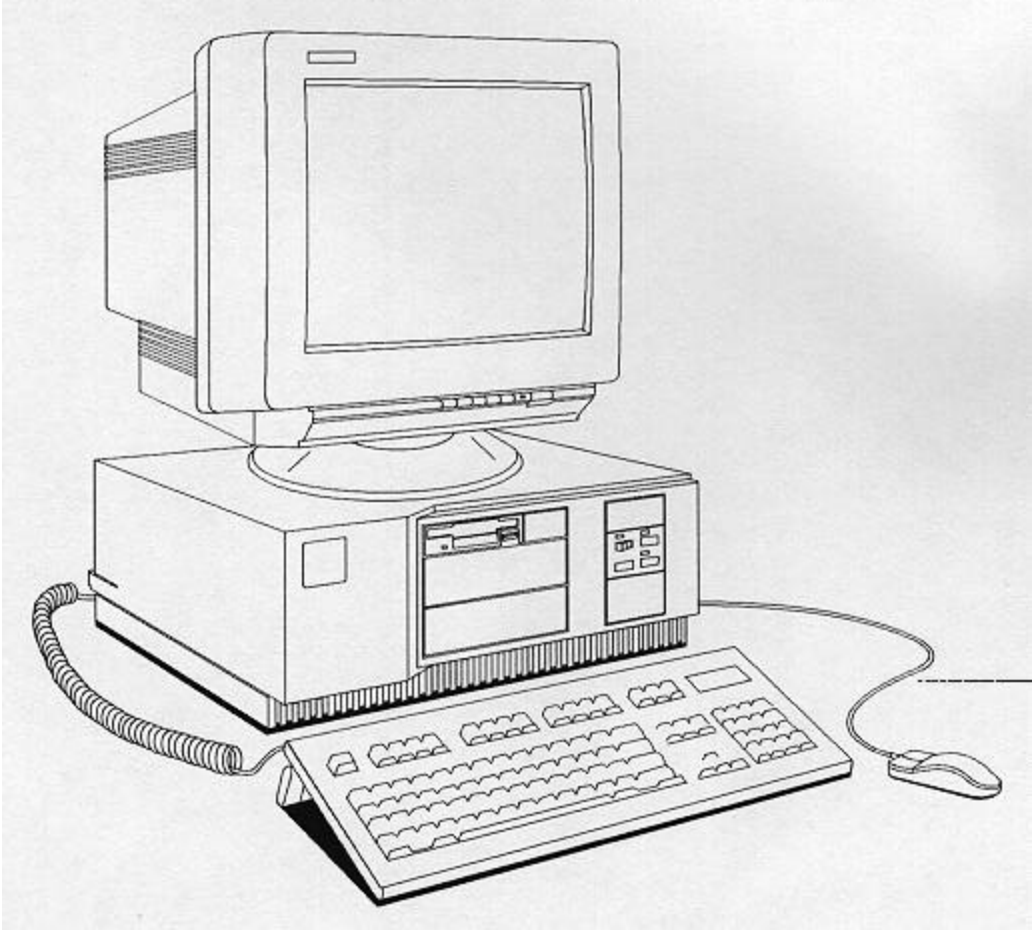
If Your Application Does Not Work
If Your Application Screen is Blurred
If you Select the Wrong Display in the HP User Tools Menu
Solving Problems When Using Your Hardware
If Your Keyboard Does Not Work
If Your Mouse Does Not Work
If Your Flexible Disk Drive Does Not Work
If Your Hard Disk Drive Does Not Work
If Power Management Does Not Work
If Your Printer Does Not Work
If Your Network Does Not Work

Welcome to Your HP Vectra PC

Overview

Congratulations on the purchase of your new Hewlett-Packard Personal Computer. Your high-performance HP PC provides:

- a main processor in a Zero Insertion Force (ZIF) socket
- a ZIF socket for easily adding a Dual Companion Processor, or a Pentium OverDrive Processor.
- an integrated level-two cache of 256 KB or 512 KB (models with a Matrox Board have a high-speed, synchronous burst cache).
- a main memory of 8 or 16 MB, upgradable to 256 MB
- an integrated Ultra VGA PCI (Peripheral Component Interconnect) video controller with 2 MB of video memory, or a Matrox video adapter board with 2 MB of video memory (which can be upgraded to 4 MB)
- an integrated PCI Enhanced IDE (Integrated Drive Electronics) controller
- an integrated PCI Fast SCSI-2 (Small Computer Systems Interface) controller
- an integrated or optional CD-ROM drive
- four shelves for disk drives:
  - two for front-access devices
  - two for hard disk drives.
- five slots for accessory boards:
  - three 16-bit ISA (industry Standard Architecture) slots
  - one 32-bit PCI (Peripheral Component Interconnect) slot
  - one combination ISA or PCI slot.
- a keyboard and mouse
- one parallel port and one serial port
- an integrated PCI Ethernet network adapter
- preinstalled software on hard disk models
- easy-to-use security features to protect your software and data:
  - a User Password prompt at power on
  - a Keyboard Lock Button
  - a Keyboard Lock Timer
- Screen Blanking



- Power Management system to reduce power when the PC is not in use
- a SETUP program to set your User Password and Screen Blanking.

In This Manual

This manual contains the following information:

Chapter 1 explains how to:

- prepare your PC so it is ready for use
- set your User Password and Screen Blanking.

Chapter 2 describes how to:

- use your PC's control panel, including the power button, RESET button, and Keyboard Lock Button
- use a User Password and prompt when the PC is locked at power on, and how to lock the PC with the Keyboard Lock Button and Keyboard Lock Timer
- use Power Management to save power
- start your applications
- use your diskettes, network, and printer.

Chapter 3 provides information on fixing problems when using your PC.

NOTE If you need more information on:

Installing and configuring hardware accessories, refer to the *Setting Up Your PC* manual supplied with your PC

Installing new application software and using your software, refer to your applications' manuals

Using a network, refer to your network documentation.

Preparing Your PC for Use

Overview

Welcome to your new PC. This chapter provides information on:

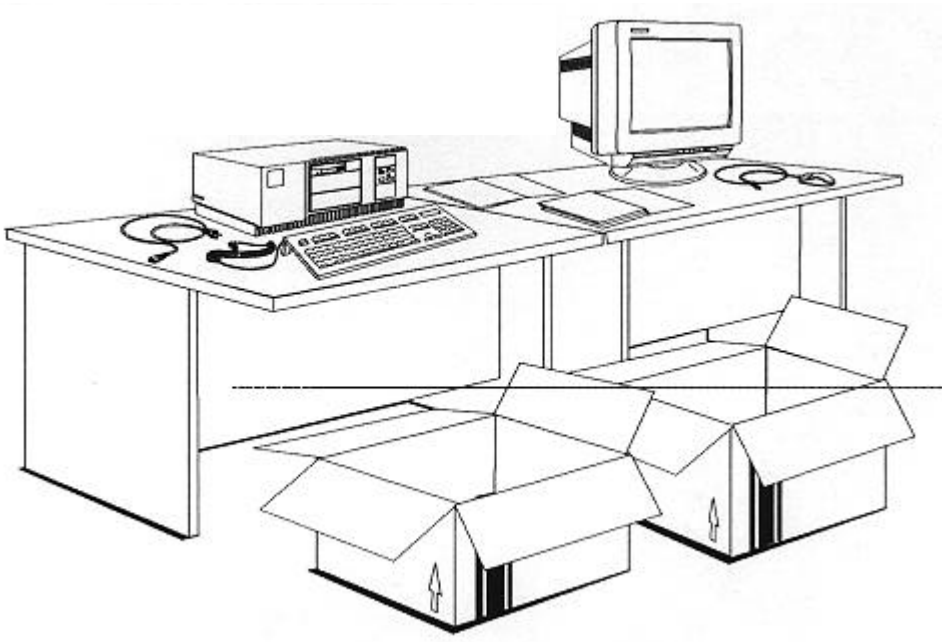
- preparing your PC to be ready to use:
  - connecting the keyboard and mouse
  - connecting the display
  - connecting a printer
  - connecting to a network
  - connecting the power cords
  - starting the PC and setting up the software
- setting a User Password and Screen Blanking to prevent unauthorized access to your PC.
- setting Power Management to save power when your PC is not in use.

Install any additional main and video memory inside the PC before you switch it on for the first time. This is because models supplied with a hard disk drive have software preloaded. When you first switch on the PC a special startup routine automatically runs. This configures the preloaded software and video drivers. For information on installing accessories, refer to the *Setting Up Your PC* manual supplied with your PC.

WARNING For your safety, always connect the equipment to a grounded wall outlet. Always use a power cord supplied with your PC or one with a properly grounded plug. Ensure that the cable meets your country's standards for safety.

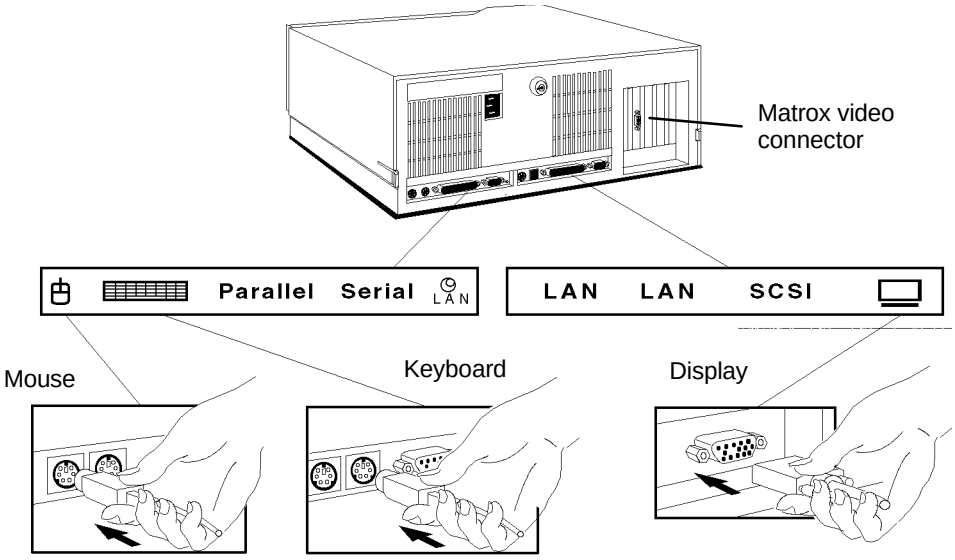
Installing the PC

1. When you receive the PC, unpack and gather all the components:
   - the manuals
   - the PC, power cord and keys
   - the keyboard
   - the mouse
   - the display and its cables
   - PC accessories (if you have any), for example, additional memory.
2. Place the PC on a sturdy desk, within reach of a power outlet, and with enough space for the keyboard, mouse, and any other accessories.
3. Position the PC so that its rear connectors are easily accessible.
4. Install any additional Main and video memory inside the PC before you switch it on for the first time. (Refer to the *Setting Up Your PC* manual supplied with your PC.)
5. You can position the PC horizontally or vertically. (Refer to the *Setting Up Your PC* manual.)
6. If you have a large display, place it next to the PC.

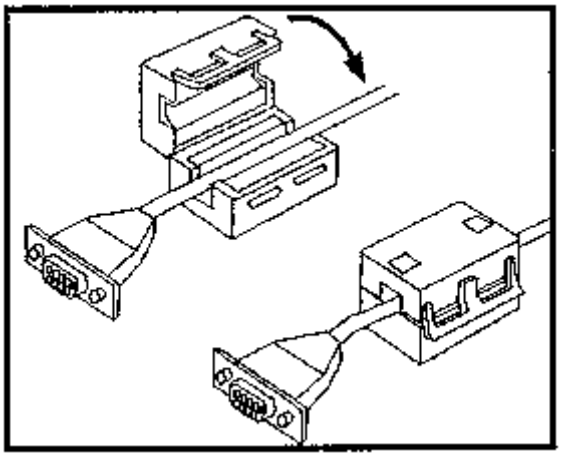


Connecting the Keyboard, Mouse, and Display

1. Connect the keyboard, mouse, and display to the back of the PC. If your PC has a Matrox video adapter board, connect the video cable to the Matrox video connector. *The connectors are shaped to fit one way only.*
2. Tighten the video cable attachment screws.

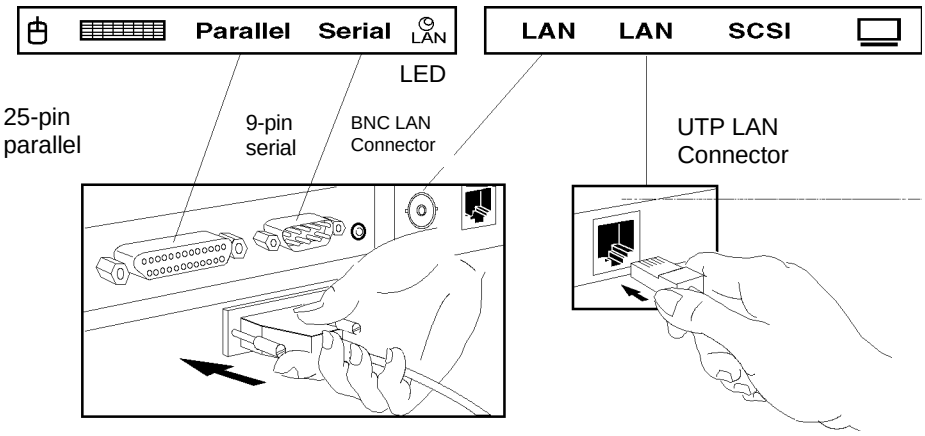


NOTE USA Only: for non-HP displays that do not have a ferrite bead on the video cable, clamp the supplied ferrite bead onto the cable as close as possible to the end that connects to the PC.



Connecting a Printer or Plotter, or Network

1. Connect the printer or plotter cable to the back of the PC, and tighten the attachment screws. If the printer or plotter has an ECP/EPP interface, make sure you use a compatible cable, IEEE 1284-B standard connector or IEEE 1284-C small connector. Use the:
   - ◊ 25-pin ECP/EPP bidirectional parallel connector for a parallel device
   - ◊ 9-pin serial connector for a serial device.
2. Connect the network cable either to the RJ-45 UTP LAN connector, and check that the LAN LED is on, or to the BNC coaxial LAN connector. When the RJ-45 UTP connection is made, the BNC coaxial connector is disabled. Let your Network Administrator know you are connecting your PC to the network.



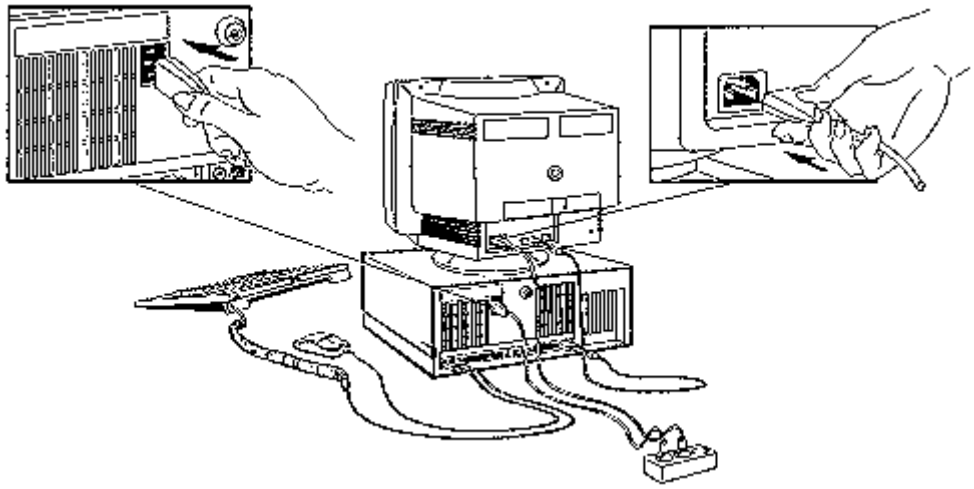
NOTE Parallel port (LPT1) default: parallel 1, **I/O address 378h**, and **IRQ 7** using **ECP bidirectional mode**.

Serial port (COM1) default: serial 1, **I/O address 3F8h**, and **IRQ 4**.

If necessary, you can disable the ports or change their configuration using the PC's SETUP program.

Connecting the Power Cords

1. If fitted, remove the label covering the PC's power connector.
2. Connect the display and PC power cords to a grounded power outlet. *The connectors are shaped to fit one way only.*



3. Before you switch ON the PC for the first time, install any additional Main memory and video memory inside the PC. (Refer to the *Setting Up Your PC* manual supplied with your PC.)

NOTE This PC has been designed to operate on all power systems, including "IT" power systems. It is disconnected from the power by removing the power cord from the power outlet. This means that the PC must be located near to an easily accessible power outlet.

In order to improve energy consumption, it is recommended that the power cord be removed from the power outlet when the PC is not used for some time. If several pieces of equipment are being used, it is recommended that a multiple-outlet strip is used with a double-pole switch or circuit breaker.

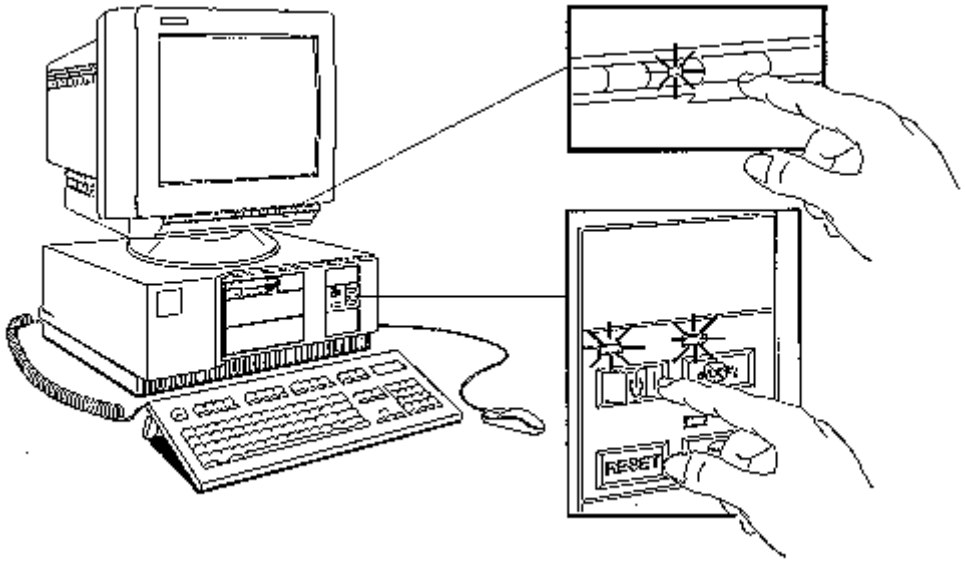
Starting the PC for the First Time

Your PC's hard disk has preinstalled software. This is initialized the first time you start the PC, taking about 10 minutes. It sets up the preinstalled software to use the hardware installed in your PC. You can change the settings after the software has been initialized, using **Windows Setup** in the Windows Main group.

CAUTION Do NOT switch OFF the PC while the software is being initialized as this could cause unexpected results.

To initialize your software:

1. Switch ON the display and then the PC.



The PC performs a Power-On Self-Test and displays a test screen.

NOTE **If an error is detected at power on**, the power light turns RED and a message appears:

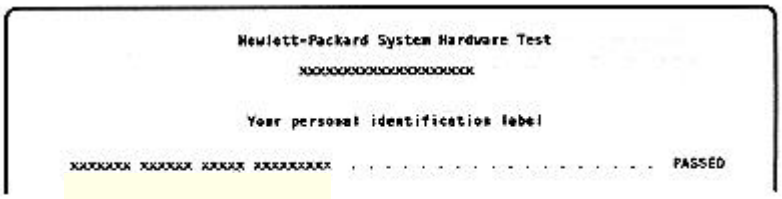
Press **[F2]** to start SETUP. Follow the screen messages to correct the error. Do not set a password as this could cause unexpected results during the software initialization routine.

Press **[F3]** to save the settings and exit SETUP.

2. The software initialization routine starts. It asks you for information about the PC, such as:
   - ◊ Your User Name, Company Name, the Date and the Time.
   - ◊ The type of display. The model number is shown on the label on the rear of the display.
   - ◊ The type of printer, shown on the front of the printer.

- The connection used by the printer:
  - LPT1 is a "parallel printer" connected to the parallel port
  - COM1 is a "serial printer" connected to the serial port.

3. When the initialization routine finishes, a Windows screen appears. (For operating systems other than Windows, refer to the manuals supplied with the operating system and follow the instructions on the display screen.)
4. Click the mouse on the **Master Diskette Creation Utility**, in the *Hputils* group. Follow the screen messages to create master diskettes of your preloaded software.
5. * Click the mouse on the **HP PCID** utility. Follow the screen messages to create a personalized identification label. An identification label similar to the one shown below will appear on the PC's Power-On Self-Test screen the next time you start the PC.



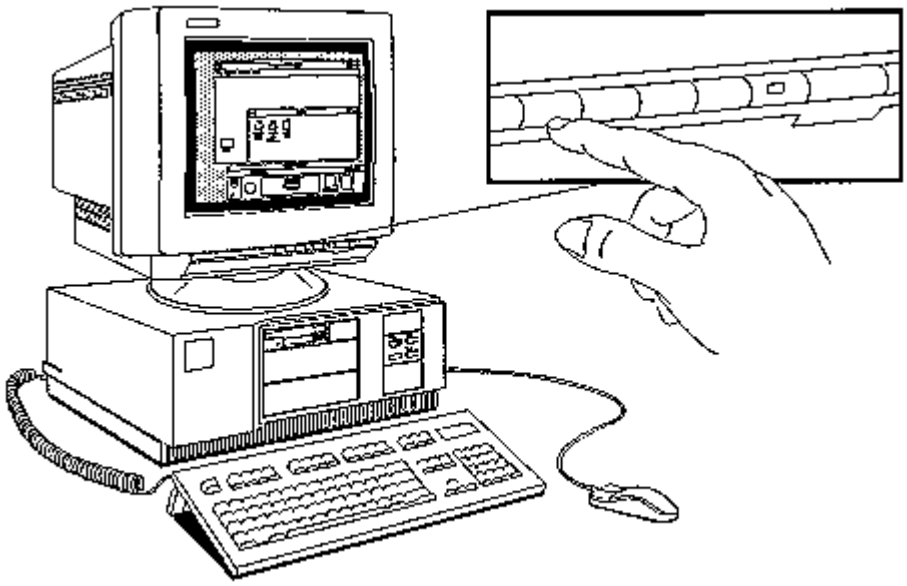
Configuring the Matrox Video Adapter Board

To select the video resolution, we recommend that you use only the *HP User Tools* or the MGA Control Panel. To use the MGA Control Panel, double-click on the MGA Control Panel icon in the bottom left-hand corner of your display. (On models without a hard disk, the video board can be configured using the Matrox configuration utility supplied on diskette.)

Configure the Matrox video board, using the *HP User Tools* in Windows as follows:

1. Double-click on the *HP User Tools* icon, in the **HP Utils** Group in Windows.
2. Click on the **Video Mode** button and a dialog box appears.
3. Click on the **Graphics** button, and follow the instructions on the screen.

Adjust the display screen's brightness and contrast to your needs. If the picture does not fill the screen or is not centered, adjust the position of the screen image. Set the keyboard to a comfortable position.



To optimize conventional memory:

Exit from Windows. Run MemMaker from the MS-DOS prompt and follow the instructions on the screen. This MS-DOS utility optimizes your PC's memory, increasing the amount of conventional memory available to your applications.

Your PC installation is complete.

Before using your PC, set a User Password and enable Screen Blanking, as described in the next section.

Setting User Preferences (including User Password)

The SETUP program allows you to view and set your PC's configuration. Use the PC's SETUP program to set a User Password, set the Keyboard Lock Timer, and enable Screen Blanking.

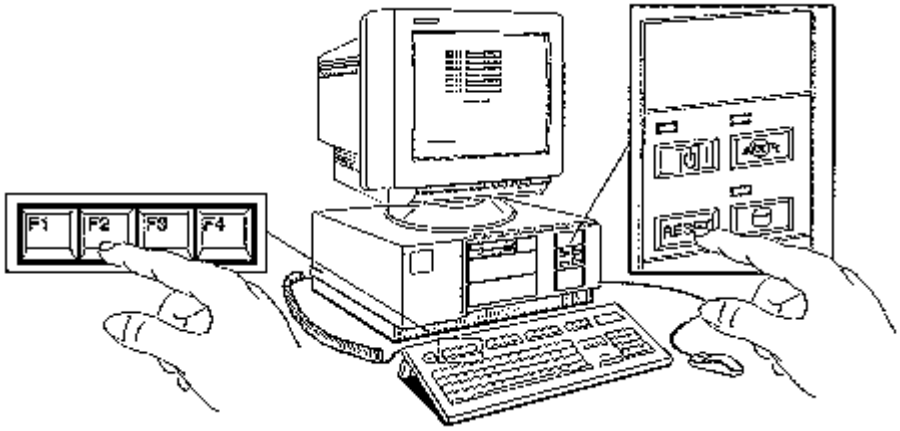
The User Password provides:

- a User Password prompt to prevent your PC from being started in your absence
- a Keyboard Lock Button to lock your PC when you are away from your desk, leaving your applications running. It also prevents your PC from being reset or turned OFF.
- a Keyboard Lock Timer to lock your PC automatically when you haven't used the keyboard or mouse for a specified time.
- Screen Blanking to hide your data when the PC is locked.

NOTE You cannot use Screen Blanking if your PC has a Matrox video adapter board.

Starting the PC's SETUP program:

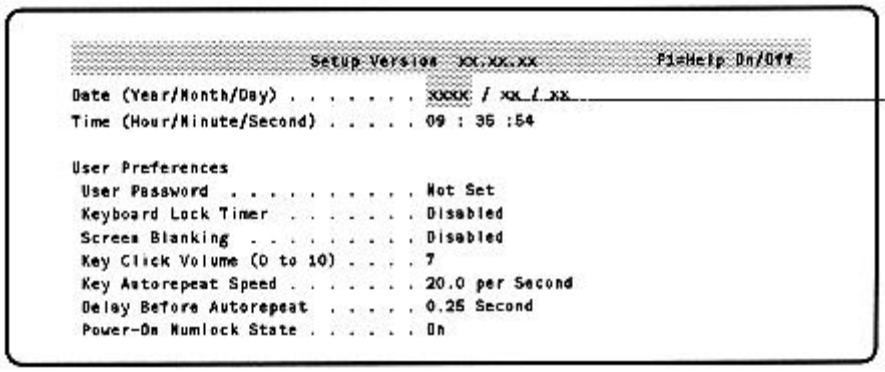
1. Save your data and exit any program, then *press-and-hold* the RESET button on the control panel until the PC restarts.
2. Press **[F2]** while **<**`Setup=F2` **>** is displayed at the bottom of the screen.



<`Setup=F2` **>** appears for only a couple of seconds, just after the beeps signaling the end of the Power-On Self-Test.

If you miss **<**`Setup=F2` **>**, *press-and-hold* the RESET button to restart the PC, and try again.

3. The PC's SETUP program will appear.


Setup Version xx.xx.xx F1=Help On/Off
Date (Year/Month/Day) . . . . . xxxx / xx / xx
Time (Hour/Minute/Second) . . . . . 09 : 35 :54
User Preferences
User Password . . . . . Not Set
Keyboard Lock Timer . . . . . Disabled
Screen Blanking . . . . . Disabled
Key Click Volume (0 to 10) 7
Key Autorepeat Speed . . . . . 20.0 per Second
Delay Before Autorepeat . . . . . 0.25 Second
Power-On Numlock State . . . . . On

To change a setting, select a line with the **highlight** and use the following keys.

- Use the ↑ or ↓ key to move the highlight from one line to another.
- Use the ← or → key to move the highlight left or right.
- Use the **[PAGE DOWN]** or **[PAGE UP]** key to move from one screen to another.
- Use the **[F7]** and **[F8]** keys to select settings.
- Use the **[F1]** key to display `Help`, press it again to turn `Help` Off.
- Use the **[HOME]** key to display the first SETUP screen.
- Use the **[NUM LOCK]** key to set the numeric keypad to cursor control.
- Use the **[F3]** key to save your settings and exit SETUP.
- Use the **[F12]** key to exit SETUP without saving changes.

Setting Your User Password

1. Press the **[HOME]** key to display the User Preferences.
2. Press the ↓ key to go to the `User Password` line.
3. To set your User Password, press **[ENTER]** once.
   a. Type your *User Password* and press **[ENTER]**.
   b. Type your *User Password* again, and press **[ENTER]** again to confirm it. The screen shows `User Password` **`Set`**.
4. To erase your User Password, press **[ENTER]** twice. The screen shows **`Not Set`**.

Keyboard Lock Button

If you have set a User Password, the Keyboard Lock Button locks your PC.(Refer to *Using the Keyboard Lock Button* in “Using Your PC” for details.)

Setting the Keyboard Lock Timer

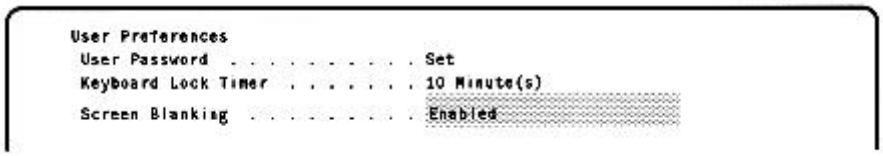
If you have set a User Password, the Keyboard Lock Timer locks your PC when you haven't used the keyboard or mouse for a specified time.

1. Press ↓ to go to the `Keyboard Lock Timer` line.
2. Press **[F7]** or **[F8]** to select a value between 1 and 75 minutes.
3. To stop using the Keyboard Lock Timer, select **`Disabled`**.

Setting Screen Blanking

Screen Blanking blanks the display, if you have set a User Password and you lock the PC using the keyboard Lock Button or Keyboard Lock Timer. *You cannot use Screen Blanking if your PC has a Matrox video adapter board.*

1. Press ↓ to go to the `Screen Blanking` line.
2. Press **[F7]** or **[F8]** to change the line to `Screen Blanking Enabled` .
3. Press **[F3]** to save the changes.
4. Follow the instructions on the screen to exit SETUP.



Your PC automatically restarts. If you have set a User Password, the User Password prompt is displayed. Type your User Password and press **[ENTER]**.

Using Your PC

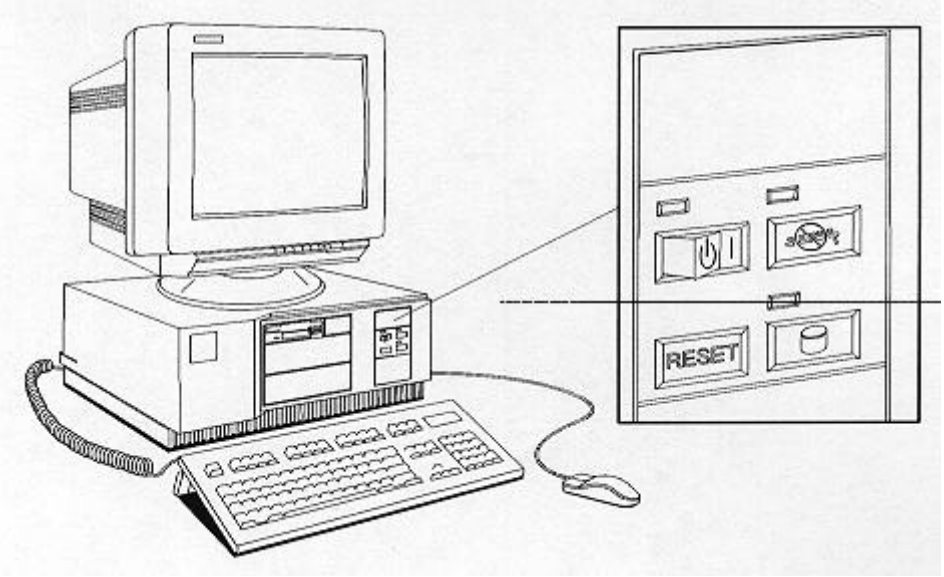
Overview

Before using your PC, make sure you have a comfortable working environment.

1. Use a desk with enough space for your work and enough leg room—at least 6 cm (2 inches) of space between the desktop and your lap.

2. Adjust your chair so the work surface is at elbow height, with your knees at the same level as your hips or slightly higher. Use a foot rest if your chair is too high for your feet to rest firmly on the floor. Your back should be erect with your lower back supported.
3. Adjust your display so the top of the screen is at eye level when you are seated. The screen should be perpendicular to your line of sight, at a viewing distance of about 60 cm (24 inches), and positioned to avoid glare or reflections.
4. Place the keyboard directly in front of the screen, with at least 15 cm (6 inches) of free space in front for your wrists. When typing, keep your elbows close to your body. Minimize bending your wrists and do not use too much force.
5. Place your mouse as close to the keyboard as possible and, when using the mouse, rest your wrist on the work surface.
6. Set the mouse's double-click speed, tracking speed, and buttons to your needs—using the Mouse icon in the Windows Control Panel.
7. Place your work material within easy reach. If you need to read documents, use a document holder placed next to the screen.
8. Take periodic breaks and change tasks frequently to avoid muscle strain.

Using Your PC's Control Panel



1. To switch ON the PC, press the power button.
   - ◊ The light next to the power button is GREEN when the PC is ON. (The light is RED if the PC has a problem, refer to “If You Have A Problem With Your PC” for details.)
   - ◊ The PC beeps and displays a Power-On Self-Test screen before displaying your operating system screen.
2. To reset your PC, *press-and-hold* the RESET button.
3. To lock your PC, set a User Password in the PC's SETUP program (as described in “Preparing Your PC for Use”), then press the Keyboard Lock Button.

   To unlock the PC, type your User Password and press **[ENTER]**.

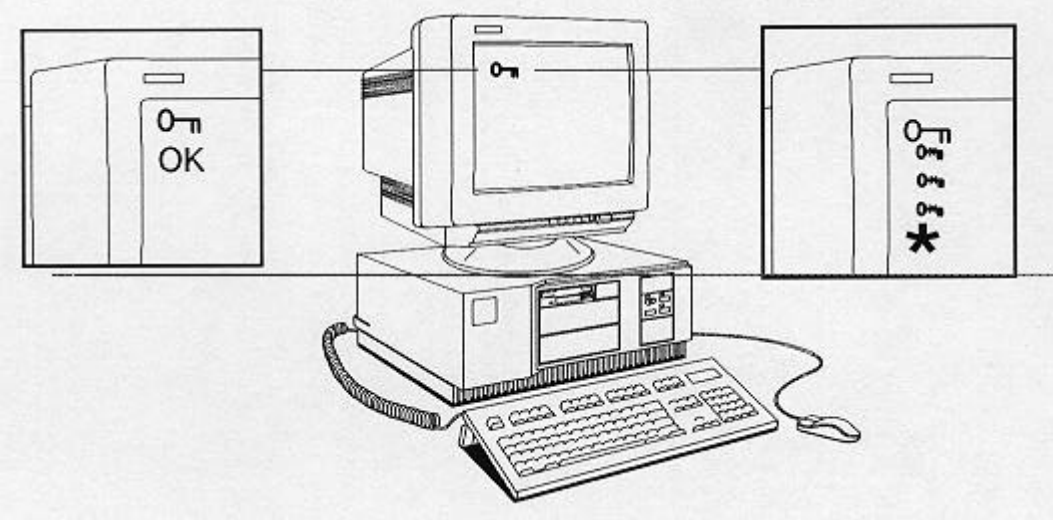
Using the User Password Prompt

If you have set a User Password in the PC's SETUP program (as described in “Preparing Your PC for Use”), the User Password prompt at power on appears when you:

- switch ON the PC
- reset the PC by pressing and holding the RESET button
- exit the SETUP program.

When the User Password prompt appears, type your User Password and press **[ENTER]**.

If you type the wrong User Password, the prompt appears and you can't use the PC. Type your User Password again.



You have three chances to enter the User Password. After three unsuccessful attempts, the prompt "*" appears. You must restart your PC by pressing the RESET button, before you can try again.

Using the Keyboard Lock Button and Timer

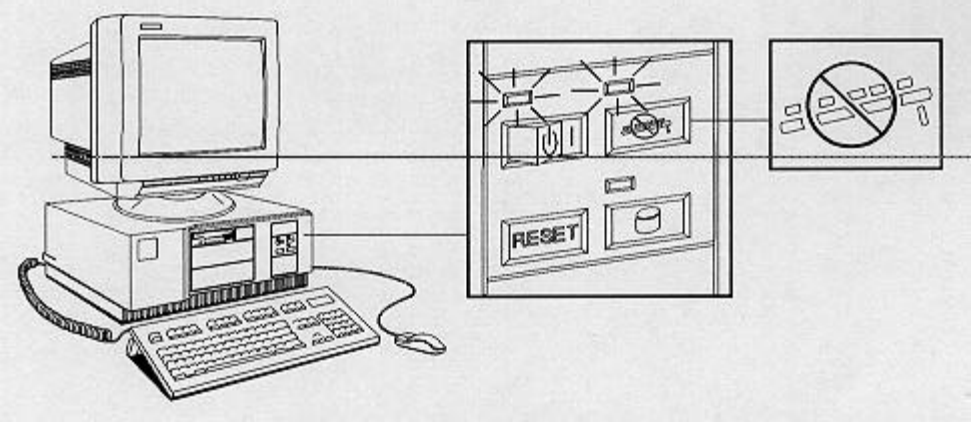
When you set a User Password in the PC's SETUP program, you can use the Keyboard Lock Button or Keyboard Lock Timer to prevent your PC being used.

Using the Keyboard Lock Button

1. To lock your PC, press the Keyboard Lock Button.
   - ◊ If you have not set a User Password, the PC "beeps" and the light next to the Keyboard Lock Button lights up. With a User Password set, the light next to the Keyboard Lock Button lights up.
   - ◊ Your keyboard and mouse lock, and the RESET and power buttons are disabled so the PC can't be reset or turned OFF.
   - ◊ The screen goes blank if you enabled Screen Blanking in the SETUP program.

NOTE You cannot use Screen Blanking if your PC has a Matrox video adapter board.

   - ◊ The application that was running when you locked the PC keeps running.
2. To return to your program, type your User Password and press **[ENTER]**.



Using the Keyboard Lock Timer

When the Keyboard Lock Timer is set, the keyboard locks after a specified time since your last keystroke or mouse click. The screen goes blank if you enabled Screen Blanking in the SETUP program.

NOTE You cannot use Screen Blanking if your PC has a Matrox video adapter board.

To use your PC, type your User Password and press **[ENTER]**.

Using Windows

If your PC has a hard disk drive, it has software preinstalled, depending on the operating system used.

If Windows and Dashboard are preinstalled, your PC will display Windows when you start your PC. Windows manages your applications and files:

- The *Program Manager* group contains all your application programs. Each icon represents a group of application programs.
- In *Program Manager* there is **Help** that provides a **Windows Tutorial** which explains how to use your mouse and Windows.
- The *Hputils* window contains the group of programs and utilities supplied by Hewlett-Packard.
- The **Main** icon contains Windows system applications such as **File Manager** and the **Control Panel**.

Refer to your applications manuals for information on installing new programs.

Expanding an icon into a window:

1. Use the mouse to move the cursor to the icon.
2. Double-click on the icon by pressing the left-hand mouse button twice in quick succession. For example, to display the Windows setup README file in the *Hputils* window, double-click on **`Windows setup README`** file.
3. When you have finished with the window:
   a. To minimize the window (but leave it running as an icon), click once on the minimize button at the top right of the window.
   b. To close the window, double-click on the control-menu box at the top left of the window.

Starting your Windows applications

1. Double-click on the application's icon in the *Program Manager* window. (If its icon is covered by another window, minimize the window.)

   If your application is minimized, its icon appears at the bottom of the background screen. (The background screen is the pattern underlying all the other windows.)
2. If you have multiple applications running simultaneously:
   a. To switch from the current application to another application you have running, *press-and-hold* **[ALT]** then press **[TAB]** to cycle through the programs that are running. To select the displayed program, release **[ALT]**.
   b. To switch to the *next* application that is running, press **[ALT]** and **[ESC]** simultaneously.
   c. To switch to the *previous* application that is running, press **[SHIFT]** and **[ALT]** and **[ESC]** simultaneously.
   d. To call up a list of applications that are running, press **[CTRL]** and **[ESC]** simultaneously. Then double-click on the application you want to use.

e. To exit any Windows application, press **[ALT]** and **[F4]** simultaneously.

Setting Windows Power Management

The Power Management system in Windows reduces the power used by your PC and display when they are not in use.

You can set Power Management to start after a specified period (Standby Mode), at a specified time (Sleep Mode), or both. The PC's power light flashes when Power Management is operating.

Standby Mode significantly reduces power consumption. However, the PC is still active and the LAN connection stays active. Sleep Mode reduces power consumption to a minimum. In this case, the LAN connection is no longer active.

To activate Sleep Mode, click on the Sleep Mode icon which is displayed at the bottom of the screen.

To return to full power, press any key or type your User Password (if you have set one).

Configuring Power Management in Windows:

1. In the *Program Manager* group, double-click on the **Main** icon to display the **Control Panel** icon.
2. Double-click on the **Control Panel** icon to display the **Power** icon.
3. Double-click on the **Power** icon to display the *Power* dialog box.
4. Select Advanced Mode .
5. Click on **Options**, and the *Setup Power Management* dialog box appears.
6. Select the Standby timeout, the **Sleep At** time, or both.
7. Select **Hard Disk OFF** if you want your hard disk drive to power down in Sleep Mode.
8. Click on OK to close the *Setup Power Management* dialog box.
9. Click on OK to enable Power Management in Windows.

A Quick Guide to Dashboard

Dashboard gives you convenient push-button control of Windows.

1. To set up Dashboard for your needs, click on the Customize button and follow the screen instructions. For example, the Dashboard "Preferences" menu allows you to set up Dashboard as a Windows shell for starting your programs instead of using the Windows *Program Manager*.
2. To start your applications use either Dashboard's Quick Launch buttons or Dashboard's Program Menu:
   a. To start an application using Dashboard's Quick Launch buttons, click on the application's icon.
   b. To start an application using Dashboard's Program Menu:
      i. Click once on the Program Menu button to list the programs in the group (or double-click on the button to expand the group).
      ii. Click once on the program name to start it.
   c. To exit an application, double-click on the control-menu box at the top left of the program's window.
3. To click back and forth between programs, use Dashboard's Extended screens that contain miniature views of the open program windows.
4. To change the setup of installed printers, double-click on Dashboard's Printer Manager button.
5. For help on using Dashboard, click on the **?** button. Move the **?** to the Dashboard feature on which you need help, and click the mouse button.

Using Diskettes

Your PC has a 3.5-inch, high-density, 1.44 MB, flexible disk drive (A) for:

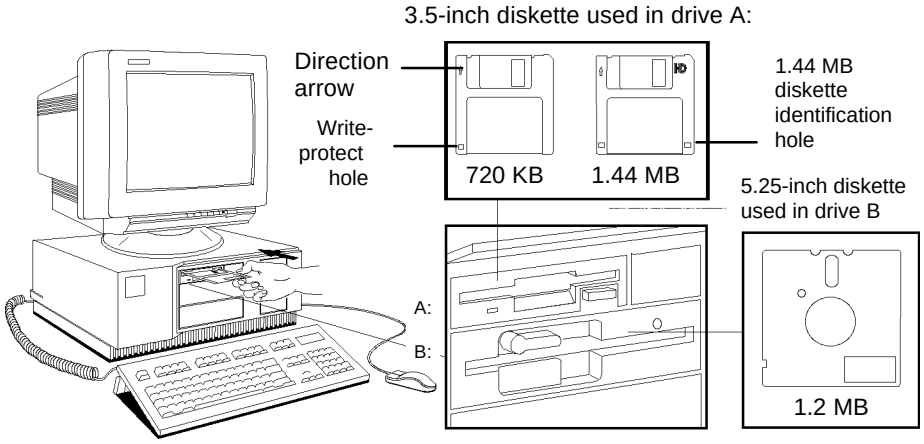
- high-density (1.44 MB) diskettes have HD written in one corner
- low-density (720 KB) diskettes.

If you installed a 5.25-inch, high-density, 1.2 MB flexible disk drive (B), it can use high-density 5.25-inch diskettes. It is recommended that you do not use low-density diskettes in the high-density drive.

To use diskettes:

1. Insert the diskette into the flexible disk drive—ensure it is the right way up (label side up).
2. Use your application software to access the diskette. The flexible disk drive light flashes when your PC is using the diskette.
3. When you have finished using the diskette, wait until the drive light stops flashing, then use the button on the flexible disk drive (the lever on a 5.25-inch flexible disk drive) to release your diskette.

   Store your diskettes in a safe place. Never touch the exposed surface.

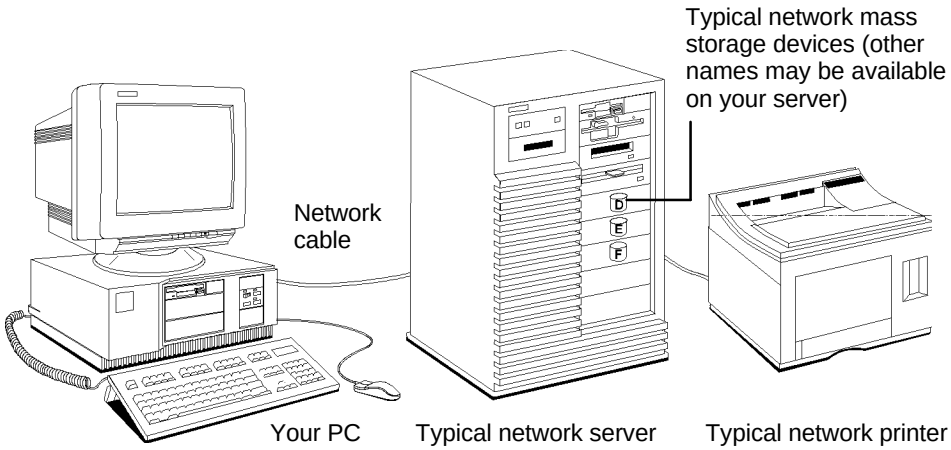


Using a Network

Your PC's integrated network interface allows you to use a network. This could be a connection to another PC to share files and resources, such as a printer. Alternatively it could be a connection to a local area network (LAN), allowing your PC to use extra disk drives and network printers.

To use the network features:

1. Double-click on the **Main** icon in Windows Program Manager to display the **File Manager** and **Control Panel** icons.
2. To access the network mass storage devices, double-click on the **File Manager** icon.
3. To access the network features, double-click on the **Control Panel** icon, then double-click on the **Network** icon and follow the instructions on the screen.
4. To connect the network printers, double-click on the **Control Panel** icon, then double-click on the **Printers** icon and follow the instructions on the screen.



Using a Printer

Setting up your printer for use by all your Windows applications:

1. Double-click on the **Main** icon in Windows *Program Manager* to display the **Control Panel** icon.
2. Double-click on the **Control Panel** icon to display the **Printers** icon.
3. Double-click on the **Printers** icon to display the **Printers** window. Use the **Printers** window to install, connect and set up the printer. The **Printers** window tells Windows the type of printer you have, where it is connected, the paper size and orientation, and how to install any special fonts. For more information, click on Windows **Help**.
4. When you have finished, click on **Close**.

Printing your data:

1. Make sure you are using the correct printer cable. (Refer to *Connecting a Printer or Plotter, or Network*.)
2. Make sure the printer is on-line and correctly set up to work with your PC. You may have to do this using a control panel or switches on the printer. (Refer to your printer manual for details.)
3. Use the "print" menu in your application to print your data. (Refer to your application's manual for details.)
4. If you want to view the print queue or change the print priority:
   a. Double-click on the **Main** icon in Windows Program Manager to display the **Print Manager** icon.
   b. Double-click on the **Print Manager** icon to display the Print Manager window. Use the Printer Manager window to view the progress of your print jobs.

Tips for Using Your PC

If you want to:	You need to:
Install hardware accessories.	Refer to “Preparing Your PC for Use” in the manual *Setting Up Your PC*.
Configure hardware accessories.	Refer to “Preparing Your PC for Use” in the manual *Setting Up Your PC*.
Install new applications, and set up and use the application software.	Read your application software's manuals.
Start a Windows application.	Double-click on its icon.
Switch to another application that is running under Windows.	Press **[ALT]** and **[ESC]** simultaneously.
Change the mouse double-click and tracking speed, and left-hand and right-hand buttons.	Use the Mouse icon in the Windows Control Panel.
Set up a printer.	Use the Printers icon in the Windows Control Panel.
Safeguard your files.	Use the Microsoft Backup program.
Restore a file you've accidentally deleted.	Recover your file using the Microsoft Undelete program.
Make more hard disk space available.	Delete unnecessary files, and increase hard disk space by using a disk compression program. Install a larger hard disk drive as described in “Preparing Your PC for Use” of the manual *Setting Up Your PC*.
Improve the performance of your hard disk.	Use the Microsoft Defragmenter program.
Make more memory available.	Increase (conventional) memory space using the Microsoft MemMaker program. Install more main memory as described in “Preparing Your PC for Use” of the manual *Setting Up Your PC*.
Display more colors.	If your PC has a Matrox video adapter board, install more video memory as described in “Preparing Your PC for Use” of the manual *Setting Up Your PC*. If you need to update the display drivers, use the Windows Setup icon in the Windows Main group.
Protect your PC from viruses.	Run the Microsoft Anti-Virus program.

If you want to:	You need to:	What happens:
Stop anyone from starting your PC in your absence.	Run SETUP and set a User Password.	When you power on the PC, it will display a User Password prompt. The PC won't start until you type in your User Password.

Stop anyone from using your PC when you leave your desk.	Run SETUP and set a User Password. Press the Keyboard Lock Button when you leave your desk.	The PC locks, but any applications you were using continue to run. You can't use the PC until you type in your User Password.
Lock your PC without pressing the Keyboard Lock Button.	Run SETUP, set a User Password and enable the Keyboard Lock Timer.	When you haven't used your keyboard or mouse for a specified time, the PC locks. Any applications you were using continue to run. You can't use the PC until you type in your User Password.
Make the screen go blank when you lock the PC. (Integrated video adapter only.)	Run SETUP, set a User Password and enable the `Screen Blanking` field (except if your PC has a Matrox video adapter board). Press the Keyboard Lock Button when you leave your desk.	The PC locks and the screen goes blank, but any applications you were using continue to run. You can't use the PC until you type in your User Password.
Set the keyboard's numeric keypad to cursor control when you start the PC.	Run SETUP and set the `Power-on Num Lock State` field to `Off`.	The Num Lock key is set to Off when you save and exit SETUP.
Change the volume of the key click.	Run SETUP and change the `Key Click Volume` field.	The key click volume changes when you save and exit SETUP.
Change the speed at which characters repeat when you hold a key down.	Run SETUP and change the `Key Autorepeat Speed` field.	The key repeat speed changes when you save and exit SETUP.
Change your PC's clock from winter to summer time.	Run SETUP and change the `Time` field.	The PC's clock shows the correct time.
Reset your PC.	Save your data and exit your program. Press and hold the RESET button for one second.	The PC will restart.
Run SETUP to set a User Password.	Reset your PC. When the message **<**`Setup=F2` **>** appears, press the **[F2]** key.	The SETUP menu will appear.
Reduce power consumption.	Enable Power Management in Windows.	The PC will go into Standby or Sleep Mode.

Save your SETUP selections.	When the SETUP menu is displayed, press the **[F3]** key.	You will be asked to confirm that you want to save the settings. Press the Enter key. The PC will restart.

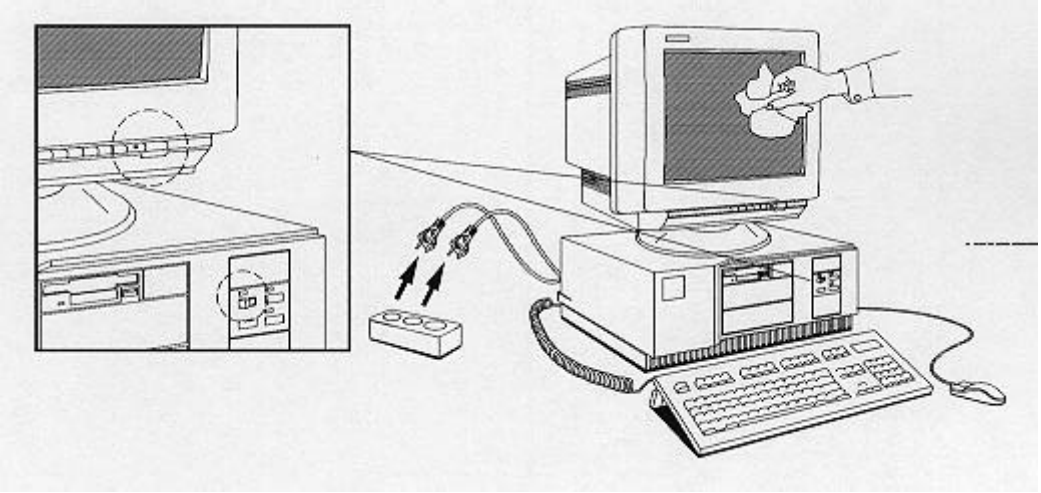
If You Have a Problem with Your PC

How to Clean Your PC

Periodically wipe any dust and fingerprints off your PC's cover and display screen.

- Before cleaning your PC, turn it OFF and disconnect the power cords.
- Wipe the PC with a cloth, dampened with water or a non-detergent cleaning solution (do not use spray liquids or a soaking-wet cloth).
- After cleaning your PC, make sure everything is dry before turning it back ON.
- Do not try to clean diskettes.

Any other cleaning, including cleaning inside the PC, should be left to your dealer or authorized HP service personnel.



How to Solve a Problem

The following pages explain how you can correct problems with your PC. If you need further help:

- Refer to the *Setting Up Your PC* manual supplied with your PC.
- Ask your system administrator or dealer for assistance.

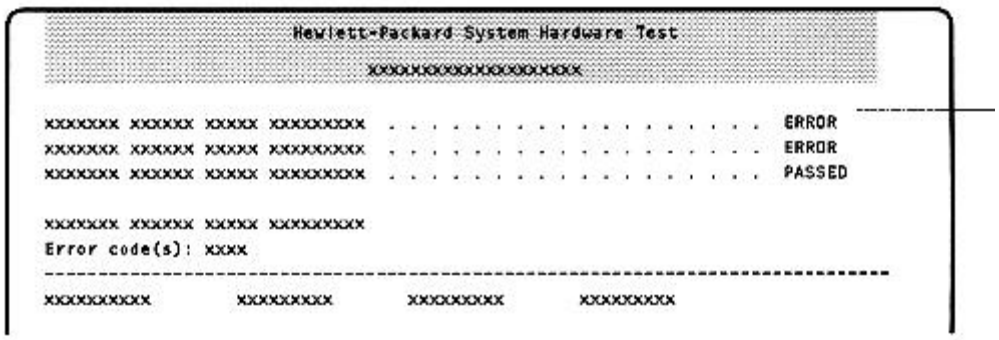
Solving Problems When Starting the PC

If Your PC Does Not Start

1. If the lights on the power switches of the PC and display are *not* ON:
   a. Make sure your PC and display are connected to a working power outlet.
   b. Make sure the PC and display are turned ON.
2. If the display's screen is blank:
   a. If the light next to the Keyboard Lock Button is lit, type your User Password and press **[ENTER]** to unlock your PC.
   b. Make sure the display's brightness and contrast controls are properly set.
   c. Check the display is properly connected to the PC.
3. If the light next to the PC's power switch is RED, your PC has a Power-On Self-Test (POST) error.

If an Error Occurs When the PC Starts

If an error occurs when you switch ON the PC, the light next to the power switch turns RED and the Power-On Self-Test screen shows the error:


Hewlett-Packard System Hardware Test
xxxxxxxxxxxxxxxxxx
xxxxxxx xxxxxx xxxxx xxxxxxxxx . . . . . ERROR
xxxxxxx xxxxxx xxxxx xxxxxxxxx . . . . . ERROR
xxxxxxx xxxxxx xxxxx xxxxxxxxx . . . . . PASSED
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Error code(s): xxxx
xxxxxxxxxx xxxxxxxxx xxxxxxxxx xxxxxxxxx

1. Press **[ENTER]**. A message appears describing the error and how to fix it.
2. Or press **[F2]** to run the PC's SETUP program and correct the error. (The *Setting Up Your PC* manual supplied with your PC provides details on using SETUP.)
3. Alternatively, press **[F1]** to continue. Then contact your dealer or system administrator for assistance in fixing the problem.

If You Forget Your User Password

If the User Password prompt appears when you start your PC, but you have forgotten your User Password:

1. Start the PC's SETUP program using the System Administrator Password, and erase the old User Password. (“Preparing Your PC for Use” describes how to set and erase the User Password.)
2. If there is no System Administrator Password, erase the User Password using a switch on the PC's system board. (Refer to the *Setting Up Your PC* manual supplied with your PC for details.)

Solving Problems After the PC Has Started

If Your PC has the Wrong Date and Time

1. Restart the PC. Run the PC's SETUP program and set the correct date and time.
2. * If you are using a network, your PC's clock may be synchronized with the server's clock. Ask your network administrator to check the server's date and time.

If You Can't Change Your User Password in SETUP

If you started the PC's SETUP program but you cannot change your User Password or keyboard preferences, this is because these settings are protected.

1. Restart the PC's SETUP program and enter your User Password when requested.
2. Check that security mode has not been enabled using a switch on the PC's system board. (Refer to the *Setting Up Your PC* manual supplied with your PC for details.)

Solving Problems When Using Your Applications

If Your Application Does Not Work

1. If an error message is displayed when using the PC, refer to your application manuals for details.
2. If the application won't run properly, ensure it has been correctly installed and set up. (Refer to your application manuals for details.)

If Your Application Screen is Blurred

- Check that the display is properly connected to the PC.

  If you changed the display resolution in Windows, you may have selected a resolution which is not supported by your display.Restart the PC from a diskette containing the operating system, then run Windows Setup from the `C:\WINDOWS` directory and change the video resolution. (Refer to the *Setting Up Your PC* manual, supplied with your PC.)

If you Select the Wrong Display in the HP User Tools Menu

If you select the wrong display in the HP User Tools menu, the display screen may become blurred or unreadable. To correct this problem:

1. Restart the PC, either by switching the PC off then on, or by pressing **[ENTER]** + **[ALT]** + **[DEL]**. The PC will perform its power-on-self-test (POST).
2. When POST completes, press **[F5]** to bypass the startup files and display the MS-DOS prompt (**C:**).
3. Type **CD:\WINDOWS** and press **[ENTER]**.
4. Type **SETUP** and press **[ENTER]**.
5. Press the up-arrow key to select the **[**Display**]** line, and press **[ENTER]**.
6. Select the line **640x480x16**, and press **[ENTER]**.
7. Press **[ENTER]** again to accept the configuration.
8. Press **[CTRL]** + **[ALT]** + **[DEL]** to restart the PC.
9. If neccessary, type **WIN** and press **[ENTER]** to restart Windows.
10. When Windows starts, select the correct display with HP User Tools. For further information on HP User Tools, refer to the chapter on HPUtilities in *Setting Up Your PC*.

Solving Problems When Using Your Hardware

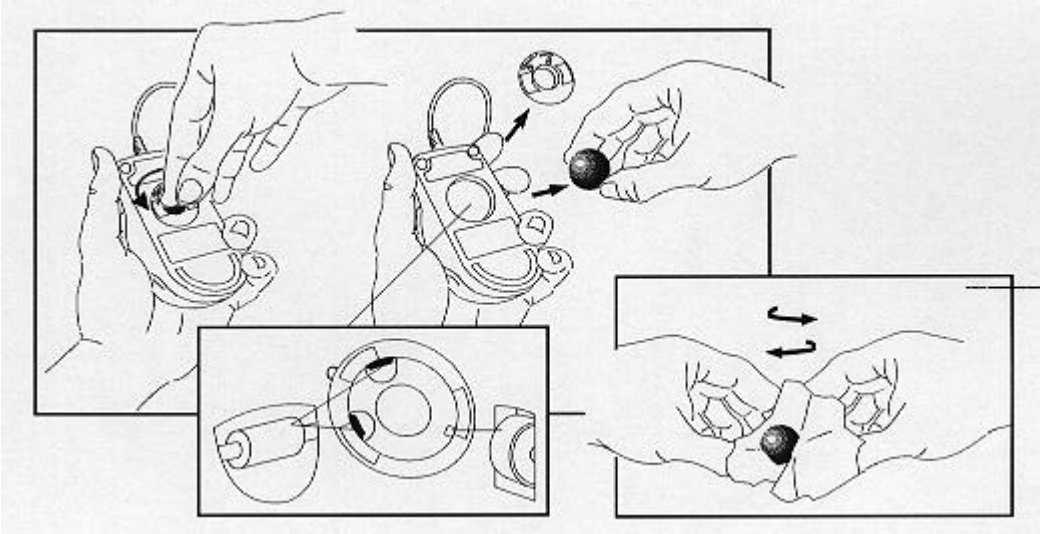
If Your Keyboard Does Not Work

If the light next to the Keyboard Lock Button is lit, your PC is locked. Type your User Password and press **[ENTER]** to unlock your PC.

Turn OFF the PC and check the keyboard is properly connected to the PC.

If Your Mouse Does Not Work

1. If the light next to the Keyboard Lock Button is lit, your PC is locked. Type your User Password and press **[ENTER]** to unlock your PC.
2. Turn OFF the PC and check the mouse is properly connected to the PC.
3. Check that your software has been set up to use the mouse.
4. Clean the mouse by removing the ball and ensuring the guide rollers are clean.



If Your Flexible Disk Drive Does Not Work

1. Check that you have inserted the diskette correctly. The arrow should be on the top left hand corner of the diskette if you are inserting it horizontally or at the bottom if you are inserting the diskette vertically.
2. Check the diskette you are using works by trying it in another PC.
3. Check that your PC's flexible disk drive is correctly configured in the PC's SETUP program. (This procedure is described in the *Setting Up Your PC* manual.)
4. Clean the flexible disk drive using a "wet-cleaning diskette kit" available from your dealer.

If Your Hard Disk Drive Does Not Work

Check that your PC's hard disk drive is correctly configured in the PC's SETUP program. (This procedure is described in the *Setting Up Your PC* manual.)

If Power Management Does Not Work

Check that Power Management is enabled using the **Power** icon in Windows Control Panel, as described in “Preparing Your PC for Use.”

If the **Power** icon does not appear in the Windows **Control Panel** :

1. At the MS-DOS prompt, change to the `C:\WINDOWS` directory.
2. Run Windows Setup and set the `Computer` field to **`MS-DOS System with APM`**.

If Your Printer Does Not Work

1. If the lights on the front of the printer are not lit:
   - ◊ Make sure the printer is connected to a working power outlet.
   - ◊ Make sure the printer is turned ON.
2. Make sure the printer has sufficient paper, and it is not jammed.
3. Make sure the printer is "on-line", and set up to work with your PC. (Refer to your printer manual for more details.)
4. Check the printer has been correctly set up in the Windows **Print Manager** icon.
5. Check that your software is correctly set up to use the printer, and your PC's communications ports are correctly configured. (The *Setting Up Your PC* manual describes how to configure the ports.)
6. If you are using a printer with an ECP/EPP parallel interface, make sure you have installed the ECP software driver provided with the printer.
7. Make sure you are using an ECP/EPP compatible cable, IEEE 1284-B standard connector or IEEE 1284-C small connector.

If Your Network Does Not Work

1. If an error message is displayed when starting the PC from the network, refer to the *Setting Up Your PC* manual.
2. Check that your network administrator has set up your PC to use the network. (This procedure is described in the *Setting Up Your PC* manual.)
3. Ask your network administrator to check the network is operating correctly, and the correct network drivers have been installed and configured.

HP Reference Documentation

If you need service information about your PC, refer to the *HP Vectra PC Service Handbook* which can be ordered from your local HP Sales and Support Office.